



# CITY OF HOUSTON

## Job Posting

1	SL/CMD
2	Applications accepted from:
3	ALL PERSONS INTERESTED
4	Job Classification
5	MANAGEMENT ANALYST II
6	Posting Number
7	PN# 103839
8	Department
	Public Works & Engineering
	Division
	Planning and Development Services
	Section
	Capital Programming and Planning
	Reporting Location
	611 Walker*
	Workdays & Hours
	M - F, 7:00 a.m. – 4:00 p.m.*
	*Subject to change
9	<b>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</b>
	Manage the CIPMS database including report generation, data entry, data checking, maintenance and program coordination with the IT specialists. Perform cost estimates including analysis of bid tabulations, translation of bid costs to programming level costs and performing quality control checks. Update CIP Internet pages and branch internet information and coordinate Internet information with IT specialists. Compose and proof read financial reports and prepare information required for financial status reviews and grant and loan submittal requirements.
10	<b>WORKING CONDITIONS</b>
	There are no major sources of discomfort in a normal office environment.
11	<b>MINIMUM EDUCATIONAL REQUIREMENTS</b>
	Requires a Bachelor's degree in Business Administration, Public Administration, Finance or a closely related field.
12	<b>MINIMUM EXPERIENCE REQUIREMENTS</b>
	Two (2) years of professional experience in accounting, budget analysis, finance, public administration or a closely related field are required. A Master's degree in Public Administration, Business Administration or a closely related field.
13	<b>MINIMUM LICENSE REQUIREMENTS</b>
	None
14	<b>PREFERENCES</b>
	Preference will be given to applicants with extensive experience in Excel, Spreadsheets and OrgPlus.
15	<b>SELECTION/SKILLS TESTS REQUIRED</b>
	None
	However, the Department may administer a skill assessment evaluation.
16	<b>SAFETY IMPACT POSITION</b>
	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
17	<b>SALARY INFORMATION</b>
	Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:
	Salary Range - Pay Grade 18
	\$1,042 - \$1,417 Biweekly \$27,092 - \$36,842 Annually
18	<b>OPENING DATE</b>
	April 6, 2005
19	<b>CLOSING DATE</b>
	April 12, 2005
20	<b>APPLICATION PROCEDURES</b>
	Original applications only with resume are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 <sup>st</sup> Floor. Successful candidates will be notified of their application status. <b>All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b>
	Telecommunication Device for the Deaf (TDD) Number is (713) 837-9496
	An equal opportunity employer